### To change your company affiliation, click **AFFILIATION CHANGE** on the menu



## Licensing Home Page

The current license and any being applied for are displayed below.

To renew a license, click the Renew License link on the left. License renewal is due by the Expiration Date to avoid the \$100 late fee.

Name: Jonathon Doe Address: 1319 Argyll Topeka, KS 66603

Salesperson	Documents	Print License		
License Numb	eri	00243584	License Status:	Active
ssue Date:		12/17/2019	Expiration Date	12/1/2021
Course Category			SAV	Credits Taken
Appraisal (Optional)			0.00	
	Elective			
Ti-	Ulant			0.00
		datory Broker Core Salesperson/Broker	- 0.00	0.00

## Click **CONTINUE** then click **NEXT STEP**

# Manage Affiliations

To proceed, click "Continue" below.

#### Licenses

Salesperson	Configue		
Jidanse Number.	0024358	License Status:	Active
Issue Date:	12/17/2019	Expiration Date:	12/1/2021

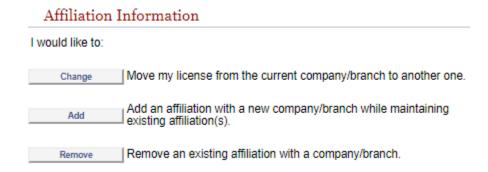
# Affiliation Change

To change your company affiliation(s), you must complete each step listed in the Menu on the left side of the screen.

Use the Next Step and Previous Step buttons on each page to navigate through the process. You may return to any step if you need to make changes.



Choose the appropriate option based on what you want to do:



## Removing all of your affiliations will place your license on inactive status.

If you select **CHANGE** or **ADD**, you must enter the new company information. Select the Office Type (Company/Branch) then enter the Company Number (ex. CO0000XXXX) and click **SEARCH**. Click the Company Name then click **COMPLETE**.

\*\*NOTE: If you select CHANGE, you must click the radio button next to your current company as shown below-failure to do so will result in an incomplete request.



### Review the Request Summary for accuracy, click **SUBMIT**



An email will be sent to the new company for approval- if they approve the request and pay applicable fee (\$15 activation fee for CHANGES only), the request will be sent to KREC for processing; if they approve the request but do not pay the fee, you will be sent an email advising you to log back in to provide payment-a link to the payment instructions is included in that email.

